



Chesterfield County, Virginia

Department of Planning

9800 Government Center Parkway – P.O. Box 40 – Chesterfield, VA 23832-0040

Phone: (804) 748-1050 – Fax: (804) 717-6295 – Internet: chesterfield.gov

KIRKLAND A. TURNER

Director

Fees Specified by Zoning and Subdivision Ordinances for Certain Applications or Requests

(Zoning Ordinance Section 19-25, Subdivision Ordinance Section 17.9)

The following are excerpts from the Chesterfield County Zoning and Subdivision Ordinances which list the fees required for specified applications or requests as adopted on **August 27, 2014**. Should you have any questions in regards to a fee or to verify the cost of a particular application or request please contact **Planning at 748-1050**.

The Zoning and Subdivision Ordinances may be reviewed at:

<http://www.chesterfield.gov/planning.aspx?id=3485>

Note: In addition to the fees Specified by Zoning and Subdivision Ordinances, Section 8-30 of County Code Environmental Engineering requires a Program Administration Fee for Erosion and Sediment Control Review and Enforcement be provided with submittal and/or resubmittal of Site Plans, and Construction Plans. Be sure to include this fee with your application submittal to Planning. (This fee may be referred to as “Erosion and Sediment Control” fees)

Program Administration Fee for Erosion and Sediment Control Review and Enforcement	
Amount of Land Disturbance	Fee (in dollars)
Less than 10,000 square feet	100
10,000 square feet or more	1360 plus 60 per disturbed acre (commercial projects) or lot (residential projects)

I. Planning and Zoning Fees outlined in Zoning Ordinance.

Sec. 19-25. Fees.

- (a) Fees shall be waived for any County department or agency excluding the Chesterfield County Airport, Utilities Department and Public Schools.
- (b) Except where otherwise stated, each application shall be limited to either a single lot; a combination of lots provided the lots are contiguous to each other; or any combination of lots which were the subject of the same condition of a zoning approval.
- (c) The fees shown in Tables 19-25.A., B. and C. shall be submitted in conjunction with the specified application or request, provided, however, fees for a single application shall not exceed \$75,000.
- (d) Acreage fees shall be prorated on any portion in excess of each whole acre.

Table 19-25. A. Planning Commission and Board of Supervisors Application Fees

Application Type		Fee (in dollars)
Rezoning		1400 plus 70 per acre in excess of 1 acre ^{[1][2]}
Conditional Use or Conditional Use Planned Development	Communication Tower	7500 plus 100 per acre in excess of 1 acre ^[2]
	Electronic Message Center Sign	2100 plus 100 per acre in excess of 1 acre
	Landfill, Quarry, Mine or Borrow Pit	7500 plus 100 per acre in excess of 1 acre ^[2]
	Adult Business	7500 plus 100 per acre in excess of 1 acre ^[2]
	Use Incidental to Principal Dwelling to include Family Day Care Home	300 ^[2]
	Recreational Facility and Grounds Primarily Serving Surrounding Residential Community	300 ^[2]
	All Others	1400 plus 70 per acre in excess of 1 acre ^{[1][2]}
Substantial Accord	Communication Tower	7500 plus 100 per acre in excess of 1 acre ^[2]
	All Others	1400 plus 70 per acre in excess of 1 acre ^[2]
Manufactured Home Permit		200
Resource Protection Area Exception	Single Family Dwelling or Accessory Use to Single Family Dwelling	300
	All Others	2300
Amend Conditions of Previously Approved Application	Use Incidental to Principal Dwelling to include Family Day Care Home or Resource Protection Area Single Family Dwelling	300 ^[2]
	Recreational Facility and Grounds Primarily Serving Surrounding Residential Community	300 ^[2]
	Manufactured Home Permit	200
	All Others	2000 for first 2 conditions plus 1000 for each condition thereafter (includes condition of textual statement) ^{[1][2]}
Deferral of Case from Planning Commission or Board of Supervisors' Public Hearing/Meeting		1000 for first deferral plus 2000 for each deferral thereafter ^{[1][3]}

Notes for Table 19-25.A.

[1] For any office, commercial or industrial use within an enterprise zone, enterprise subzone or technology zone as designated by the county code, an application fee shall not be required provided the director of planning determines that the request is in compliance with the comprehensive plan.

[2] One application may be made for any combination of the requests footnoted as [2]. The fee for any combination of these requests shall not be cumulative; rather the fee shall be based upon the category having the highest fee.

[3] Fee to be paid by applicant requesting or consenting to deferral.

Table 19-25. B. Board of Zoning Appeals and Administrative Fees		
Application Type		Fee (in dollars)
Variance	Administrative	300 ^[1]
	Board of Zoning Appeals	300 ^[2]
Special Exception	Manufactured Home	200 ^[2]
	All Others	300 ^[2]
Amend Conditions of Previously Approved Application		300 ^{[1][2]}
Appeal Planning Director's Decision on Zoning Matters		700
Deferral request by applicant of Board of Zoning Appeals Public Hearing		200
Planning Permit or Written Determinations	Temporary Family Health Care Unit	100
	Written Determinations	150
Notes for Table 19-25.B. [1] One application may be made on a single lot for any combination of the requests footnoted as [1]. The fee for any combination of these requests shall not be cumulative; rather the fee shall be based upon the category having the highest fee. [2] One application may be made on a single lot for any combination of the requests footnoted as [2]. The fee for any combination of these requests shall not be cumulative; rather the fee shall be based upon the category having the highest fee.		

Table 19-25. C. Building Permit, Sign Permit, Schematic Plan and Site Plan Fees		
Application Type		Fee (in dollars)
Building Permit for New Single, Two Family or Townhouse Dwelling		40 per unit
Sign Permit (Excluding Banners)	Temporary	150
	All others	200
Schematic or Overall Development Plan		1400 plus 70 per acre in excess of 1 acre
Adjustment/Amendment to Approved Schematic, Overall Development Plan or Site Plan		700 per submittal
Site Plan	Initial Submittal plus 2 Revision Submittals	1400 plus 70 per acre in excess of 1 acre ^[1]
	Submittals Subsequent to First 3 Submittals	350 per submittal ^[1]
	Appeal Planning Director's Decision on Site Plan	700
	Plan Transfer to Electronic Format per Sec. 19-264(f)	130
Deferral Request from Planning Commission Hearing/ Meeting		1000 for first deferral plus 2000 for each deferral thereafter ^{[1][2]}
Notes for Table 19-25.C. [1] For any office, commercial or industrial use within an enterprise zone, enterprise subzone or technology zone as designated by the county code, an application fee shall not be required. [2] Fee to be paid by applicant requesting or consenting to deferral.		

II. Subdivision Related Fees outlined in Subdivision Ordinance.

Sec. 17-9. Fees. In addition to any other required fees, including those fees imposed by state agencies, the fees provided in this section shall be submitted to the planning department in conjunction with the specified application or request.

Application Type		Fee (in dollars)
Preliminary Subdivision Plat	Initial Submittal plus 2 Revision Submittals	1000 plus 50 per lot
	Fourth and Subsequent Submittals	900
Overall Conceptual Plan (submitted for review separate from Preliminary Subdivision Plat)	Initial Submittal plus 2 Revision Submittals	1100
	Fourth and Subsequent Submittals	900
Construction Plan Review	Initial Submittal plus 2 Revision Submittals	1400 plus 70 per lot or parcel
	Fourth and Subsequent Submittals	1000
Construction Plan Adjustment		500 per submittal
Lot Subdivision Final Plat		1600 plus 30 per lot
Minor Subdivision Final Plat		1600 plus 30 per lot
Amended or Line Modification Final Plat		85 per lot or parcel
Residential Parcel and Family Subdivision Final Plat		100 per lot or parcel
Onsite Sewage Disposal System Soils Analysis Review		155 per lot or parcel
Major Change to Approved Plat		1000 per submittal
Technical Correction Letter per Requested Change		100
Exceptions to Subdivision Requirements Sec. 17-8		1000 per ordinance section ^[1]
Deferral Request from Planning Commission Public Hearing/Meeting		1000 for first deferral plus 2000 for each deferral thereafter ^[2]
Written Verification of Subdivision or Subdivision Interpretation		150

[1] This fee is in addition to fees applicable to a subdivision plat review.

[2] Fee to be paid by applicant requesting or consenting to deferral.